

TRAVEL EXPENSE CLAIM

STD. 262 (REV. 2/10/2009)

See Instructions and *Privacy
Statement on Reverse Side

Page 1 of Pages

CLAIMANT'S NAME Lloyd Throne		SSAN OR EMPLOYEE NUMBER*		DEPARTMENT Community Services and Development	
POSITION Director		CB/ID NO.		DIVISION OR BUREAU Executive	
RESIDENCE ADDRESS*		HEADQUARTERS ADDRESS 700 North Tenth Street		INDEX NUMBER / PCA 0100-50010	
CITY [REDACTED]		STATE [REDACTED]		ZIP CODE [REDACTED]	
CITY [REDACTED]		STATE CA		ZIP CODE 95811-0336	

(1) MONTH / YEAR		(3) LOCATION Where Expenses Were Incurred	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION					(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
(2) DATE TIME				Break- fast	Lunch	O.T., LT, N/C, Relo. or Dinner		(A) Cost of Trans.	(B) Type Used	(C) Carfare, Tolls, Parking	(D) Private Car Use			
											Miles	Amount		
May-June 09														

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)

5-1 - 6-13 - 6-16 - Budget Hearings *5-6, 5-7, 5-13, 5/14, 5/18 - LOST RECEIPTS*

5-6 - 5-14 - Meeting w/ Agency

5-7 - Meeting w/ Senator Bass

5-18 - 6-15 - Meeting w/ Director Social Services

RECEIVED
CSD

JUN 24 2009

ACCOUNTING

(12) NORMAL WORK HOURS

0800-1700

(13) PRIVATE VEHICLE LICENSE

AD10SLT

(14) MILEAGE RATE CLAIMED

0.550

AGENCY ACCOUNTING OFFICE
USE ONLY

PAID BY REVOLVING FUND CHECK NUMBER

(15) I HEREBY CERTIFY that the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

>>

DATE

6/26/09

(18) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

6/25/09

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE AND TITLE 9 (See Item 17 on reverse)

>>

DATE